

**850-X-4-.02      Reciprocity And Applications From**  
**Non-Residents.**

(1)            Reciprocity. Reciprocity shall be granted by the Board to applicants holding valid licenses from other states provided equivalency of standards exists. A comparison shall be made between the requirements for licensure under Alabama law and requirements for licensure under the law in the state where the licensee holds a valid license. Reciprocity will be granted for whatever level is applicable. Where necessary the Board shall request additional information from the applicant in order to clarify whether or not equivalency exists.

(2)            Non-Alabama residents who hold a valid social workers' license from another state of the United States may apply for licensure or certification provided:

(a)            the state in which the applicant holds a license or certification requires standards equivalent to Alabama's for licensing or certification;

~~(b)            the applicant submits with the application an irrevocable consent appointing the executive director of the Board as agent for service of process, if, in an action against the applicant in a court of this state arising out of the applicant's activities as a licensed or certified social worker, the plaintiff cannot, in the exercise of due diligence, effect personal service upon the applicant;~~

(eb)           the applicant agrees to be bound by all the provisions of the State of Alabama law governing social workers, and submits to the jurisdiction of the Board, and agrees to be subject to the investigations and disciplinary actions by the Board; and

(ec)           The applicant otherwise complies with the provisions of Alabama law and the rules pertaining to the application and certification of social workers in Alabama.

(3)            Upon payment of all fees, non-resident applicants who meet all the above requirements and have taken a social worker licensure examination are not required to take the Alabama examination. The non-resident applicant shall complete an Alabama application and provide the necessary information from the resident state that the applicant holds a valid license or certification in good standing issued by the licensing or regulatory agency in

the state as attested to by a statement under seal from the agency setting forth:

(a) the type of license or certification held by the applicant and the license or certification number;

(b) the date of licensure or certification and the expiration date of the applicant's current license or certification;

(c) proof of the examination taken by the applicant;

(d) verification of supervision in that state; and

(e) a complete record of any disciplinary actions taken or pending against the applicant.

(4) Reciprocity filed under a State of Emergency proclaimed by the Governor of Alabama upon request a person with a valid and active social work license may be issued a temporary license to practice in this state as long as the State of Emergency is in effect.

**Author:** Alabama Board of Social Work Examiners

**Statutory Authority:** Code of Ala. 1975, §34-30-24 (1991).

**History: Repealed and Replaced:** Filed October 31, 1997; effective January 1, 1998; March 8, 2007; effective April 12, 2007 (See Rule 850-X-1-.19).

**850-X-4-.03      Disposition Of Applications.**

(1)            Approved Applications.    When the Board, after due consideration of an application and of information pertaining thereto, is satisfied that the applicant is eligible for licensure or certification the applicant will be granted licensure or certification, and the applicant will be notified by the executive director.

(2)            Deferred Applications.    If an applicant's education or experience is considered inadequate upon Board review, but the Board believes the applicant may meet the minimum legal requirements within one year, such application may be held by the Board for up to one year without approval or denial. The applicant will be advised of the basis for holding the application, of additional information to be submitted, and of the approximate date on which the application will be formally considered again. The Board may require additional information pertaining to background and qualification. If more than one additional year of experience or additional education is considered necessary, the application will be denied, and for further consideration, the applicant will be required to submit a new application after having acquired the necessary qualifications.

(3)    Denied Applications.    When the Board, after due consideration of an application and of information pertaining thereto finds that the applicant is not eligible for licensure or certification under any section of the law, the applicant will be given notice of the denial, and shall be advised of the appellate procedures set forth in Rule 850-X-4-.054 The board may deny an application upon proof that the person has engaged in unprofessional conduct within the last five years, including, but not limited to:

(1) Conviction of a felony;

(2) Habituation or addiction to habit-forming drugs, either of which impairs the ability to perform his or her work;

(3) Conviction of fraud or deceit in connection with services rendered as a social worker licensed under this

chapter or in establishing qualifications under this chapter;

(4) Aiding or abetting a person not licensed under this chapter who is falsely representing himself as a social worker licensed under this chapter;

(5) Failing to be relicensed and continuing to represent himself or herself as licensed after the expiration of his or her license; or

(6) Being found guilty of unprofessional conduct by the rules established by the Board of Social Work Examiners.

**Author:** Alabama State Board of Social Work Examiners

**Statutory Authority:** Code of Ala. 1975 §41-22-4(a)(2) (1991).

**History: Repealed and Replaced:** Filed October 31, 1997, effective January 1, 1998; March 8, 2007; effective April 12, 2007; March 9, 2010; effective June 15, 2010 (See rule 850-X-1-.19).

**Reconsideration Of Denied Application.**

(1) A denied application may be reconsidered by the ~~full~~ Board, if notice of appeal is filed with the executive director within thirty (30) days after the applicant has been notified of the ruling of the Board.

(2) A hearing shall be held as soon as practicable after filing of the notice of appeal, or at such time agreed upon by stipulation between the applicant and the executive director.

(3) The hearing shall be held by at least a quorum of the Board.

(4) Evidence, including oral testimony, shall be freely admitted. The applicant shall be allowed to have counsel present if desired.

(5) In a reconsideration of denied application, the applicant shall have the burden of establishing to the reasonable satisfaction of the Board that the applicant is entitled to the specific relief requested.

(6) The Board shall issue a final decision within thirty (30) days of the date of the hearing, which shall include findings of fact and official notice taken. The applicant shall be delivered a copy of the decision by first class mail.

(7) The decision of the Board may be appealed as provided in ALA. CODE §34-30-5 (1991) within thirty (30) days of the decision of the Board.

(8) The record on appeal shall be certified by the executive director of the Board, and shall include the entire record and transcript of the hearing.

**Author:** Alabama Board of Social Work Examiners

**Statutory Authority:** Code of Ala. 1975, §41-22-4(a) (2) (1991).

**History: Repealed and Replaced:** Filed October 31, 1997; effective January 1, 1998; March 8, 2007; effective April 12, 2007 (See Rule 850-X-1-.19).

CHAPTER 850-X-5  
FEES

850-X-5-.06      Processing Fees. The Board shall charge the following processing fees.

<u>Renewal of License and Certification</u>	<u>\$100.00</u>	
<u>Reinstatement of License</u>	<u>\$500.00</u>	
<u>Inactive Registration</u>	<u>\$ 25.00</u>	
<u>Application Fees:</u>		
<u>Examination</u>	<u>\$ 75.00</u>	
<u>Re-Examination</u>	<u>\$ 75.00</u>	
<u>Reciprocity</u>	<u>\$ 75.00</u>	
<u>Private Independent Practice</u>	<u>\$ 75.00</u>	
<u>Printing for Replacement License</u>	<u>\$ 10.00</u>	
<u>Documentation Copying Fee</u>	<u>\$ 1.00</u>	<u>per page</u>
<u>Processing Verification Form</u>	<u>\$ 15.00</u>	
<u>Application for CE Provider</u>	<u>\$ 50.00</u>	
<u>Replacement of I.D. Card</u>	<u>\$ 5.00</u>	
<u>Replacement of Gold Seal</u>	<u>\$ 5.00</u>	

**850-X-6-.01      Eligibility For Examinations.** To be eligible to sit for the examination for licensure the applicant must provide evidence satisfactory to the Board that the applicant possesses the educational qualifications and qualifying experience outlined in the Code of Ala. 1975, §34-30-22 (1991). The applicant must:

- (1)            be at least nineteen years old;
- (2)            subscribe to the professional code of ethics approved and adopted by the Board;
- (3)            meet the following additional requirements:
  - (a)            Bachelor Social Worker: have a baccalaureate degree from an accredited college or university including completion of a social work program approved or accredited or in candidacy by the Council on Social Work Education.
  - (b)            Graduate Social Worker: have a master of social work or a doctor of social work from a college or university approved or accredited or in candidacy by the Council on Social Work Education.
  - (c)            Certified Social Worker:
    1.            have a master of social work or a doctor of social work from a college or university approved or accredited or in candidacy by the Council on Social Work Education and holds a current LGSW; and
    2.            have at least two years of post-master or post-doctorate experience in the practice of social work under the supervision of a licensed certified social worker.

**Author:** Alabama Board of Social Work Examiners  
**Statutory Authority:** Code of Ala. 1975, §§34-30-22 (1996 Supp.); 34-30-57(4) (1991).  
**History: Repealed and Replaced:** Filed October 31, 1997; Operative December 5, 1997; effective January 1, 1998; March 8, 2007; effective April 12, 2007 (See Rule 850-X-1-.19).

**850-X-6-.03      Examination Results.**    Dissimulation of the Examination results are the responsibility of the testing agency. ~~will be mailed to applicants who take written exams. Results from electronic testing will generally be available to candidates on the date of examination.~~

**Author:** Alabama Board of Social Work Examiners

**Statutory Authority:** Code of Ala. 1975, §§34-30-22 (1996 Supp.); 34-30-57(4) (1991).

**History: Repealed and Replaced:** Filed October 31, 1997; Operative December 5, 1997; effective January 1, 1998 (See Rule 850-X-1-.19.



**850-X-7-.03 Reinstatement of Expired License**

The Board has determine that up to five (5) years a license may be reinstated as described in 850-X-10-18.

**850-X-7-.03 04 Inactive Status.** The fee for inactive status is \$25.00 every two years and is to be paid on the same date as the active license if it were renewed.

(1) A person not practicing social work in Alabama may select inactive status. A person approved for inactive status is not required to obtain continuing education contact hours while ~~thier~~ their license is inactive.

(2) When the person in the inactive status decides to reactivate the license a minimum of 15 continuing education hours will be required. The board will require 15 hours for each year the license is inactive up to a maximum of 45 contact hours.

(3) To meet continuing education makeup requirements 35% must come from classroom hours.

(4) Supervision will be required for a person at the LBSW level if the initial 24 months of required supervision have not been completed. The supervision will be due within 36 months of gaining employment in a social work setting. If the initial 24 months of required supervision were previously completed, then only 6 months of additional supervision will be required if there is a change in practice setting.

**Author:** Alabama State Board of Social Work Examiners

**Statutory Authority:** Code of Ala. 1975, §34-30-26.

**History: New Rule:** Filed May 11, 2010; effective June 15, 2010 (See Rule 850-X-1-.19).

(1) This rule defines continuing education, continuing education unit (CEU), contact hour, the types of activities which are acceptable for fulfillment of requirements, the documentation required, and the amount of continuing education required for a renewal period for each category of licensure. This rule shall be published by the Board and made available to licensed social workers.

(2) Continuing Education means education which fosters the enhancement of general or specialized social work practice, values, skills or knowledge.

(3) CEUs are defined on the basis of ten contact hours per CEU and may be earned in whole or a fraction thereof. Contact hour means one clock hour of organized learning experience. One clock hour means a sixty minute clock hour of instruction, not including coffee breaks or lunch.

(4) The contact hour requirements for each category of licensure are as follows:

(a) A licensed bachelor social worker must submit proof of thirty (30) contact hours of continuing education.

(b) A licensed graduate social worker must submit proof of thirty (30) contact hours of continuing education.

(c) A licensed certified social worker must submit proof of thirty (30) contact hours of continuing education.

(d) A private independent practice social worker must submit proof of thirty (30) contact hours of continuing education to renew his/her license for certified social worker and ~~in addition,~~ twenty (20) additional contact hours for his/her license for private independent practice for a total of fifty (50) contact hours.

(e) A minimum of three (3) contact hours in ethics is required for each license renewal.

(f) All licensees and applicants are required to complete a mandatory Child Abuse and Neglect Report training as required by Alabama Law 26-14-3 for licensure.

(5) The following types of continuing education activities are acceptable for fulfillment of continuing education requirements:

(a) Regionally accredited university or college academic courses in social work or related social work disciplines. A list of these disciplines shall be published by the Board of Social Work Examiners and made available to licensed social workers. One undergraduate academic semester hour successfully completed shall be equivalent to ten contact hours per semester hour. One graduate academic semester hour successfully completed shall be equivalent to fifteen contact hours per semester hour. Five contact hours may be received for auditing an academic course from a discipline on the approved list.

(b) Continuing education programs sponsored by university or college social work programs.

(c) Board approved workshops, institutes or conferences sponsored by official national, regional, or state social work or social welfare related organizations. Sponsoring organizations are responsible for obtaining approval for contact hour credit prior to conducting the activity. A list of annual conferences and/or sponsoring organizations will be made available to licensed social workers upon request.

(d) Board approved public or private agency staff development programs that contribute to the enhancement of social work practice, skills or knowledge. Agencies are to submit quarterly projections of programs to the Board which could include outlines of specific programs and vitae of presenters. To update files, agencies may provide to the Board brochures and other literature on completed programs.

(e) Workshops or presentations not under the auspices of any organized agency. This section refers to activities planned by individuals working independently. Contact hours will be approved from the information submitted prior to the activity.

(f) Publication of a professional social work paper. The initial publication shall be acceptable for twenty contact hours. Presentation of a professional social work paper for the first time at a Board approved professional conference shall be acceptable for fifteen contact hours. Participating as a panel member for a Board approved workshop or conference shall be acceptable for two times the approved contact hours for the session. Facilitating, moderating, or leading a Board approved workshop or conference shall be acceptable for the approved contact hours for the session.

(g) Self-directed learning project (maximum twenty contact hours). Projects intended to increase knowledge shall be documented by means of a paper, annotated bibliography, etc. Projects intended to increase skill development by means of audio or audio-visual tapes shall be documented. Credit for self-directed learning projects may be granted provided the project is completed and approved prior to the current license expiration. Projects not completed and approved by the license expiration date can be considered for the licensee's next renewal period. The Board recommends that self-directed learning project proposals be submitted at least nine months prior to the expiration date of licensure to provide sufficient time for review, project completion, and approval. Reading a book, preparing a paper in a graduate course, or case consultation shall not meet the requirements for this activity.

(6) Documentation means dated evidence of participation in continuing education activities. Evidence such as receipts of registration, copy of publication or program listing the presentation is considered documentation. Continuing education documentation must be submitted on a form provided by the Board and accompanied by the licensee's application for renewal.

(7) The Board may request verification of credits submitted, including information regarding content, certification, and attendance. It is the responsibility of the licensee to obtain records to substantiate credits. Failure to substantiate credits submitted or to submit documentation of sufficient continuing education credits may result in refusal by the Board to renew a license.

**Author:** Alabama Board of Social Work Examiners

**Statutory Authority:** Code of Ala. 1975, §34-30-57(5)  
(1991).

**History: Repealed and Replaced:** Filed October 31, 1997;  
Operative December 5, 1997; effective January 1, 1998; March  
8, 2007; effective April 12, 2007 (See Rule 850-X-1-.19).

**850-X-9-.01      Standards Of Professional Conduct & Ethics.**

Section 34-30-57, Code of Ala. 1975, (1991) authorizes the Board to promulgate rules and regulations that set forth standards for licensed bachelor social workers, licensed graduate social workers, and certified social workers. Pursuant thereto, the Board has formally adopted the following standards of professional conduct and ethics:

(1)            The Social Worker's Conduct and Comportment as a Social Worker.

(a)            Propriety - The social worker shall maintain high standards of personal conduct in the capacity or identity as social worker.

1.            The private conduct of the social worker is a personal matter to the same degree as is any other person's, except when such conduct compromises the fulfillment of professional responsibilities.

2.            The social worker shall not participate in, condone, or be associated with dishonesty, fraud, deceit, misrepresentation, or criminal activity.

3.            The social worker shall distinguish clearly between statements and actions made as a private individual and as a representative of the social work profession or an organization or group.

(b)            Competence and Professional Development - The social worker shall strive to become and remain proficient in professional practice and the performance of professional functions.

1.            The social worker shall accept responsibility or employment only on the basis of existing competence or the intention to acquire the necessary competence.

2.            The social worker shall not misrepresent professional qualifications, licensure, certification, education, experience, or affiliations.

3.            The social worker shall not allow his/her own personal problems, psychosocial distress, substance abuse, or mental health difficulties to interfere with professional judgment and performance or jeopardize the best interests of

those for whom the social worker has a professional responsibility.

4. The social worker whose personal problems, psychosocial distress, substance abuse, or mental health difficulties interfere with professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others.

5. The social worker shall not knowingly allow another person to use his or her license.

6. The social worker shall not impersonate another person holding a license issued by the Board.

(c) Service - The social worker shall regard as primary the service obligation of the social work profession.

1. The social worker shall retain ultimate responsibility for the quality and extent of the service that individual assumes, assigns, or performs.

2. The social worker shall act to prevent practices that are inhumane or discriminatory against any person or group of persons.

(d) Integrity - The social worker shall act in accordance with the highest standards of professional integrity and impartiality.

1. The social worker should be alert to and resist the influences and pressures (including those that arise from personal beliefs) that interfere with the exercise of professional discretion and impartial judgment required for the performance of professional functions.

2. The social worker shall not exploit professional relationships for personal gain.

(e) Scholarship and Research - The social worker engaged in study and research should be guided by the conventions of scholarly inquiry.



1. The social worker engaged in research should consider carefully the possible consequences for human beings.

2. The social worker engaged in research shall ascertain that the consent of participants in the research is voluntary and informed, without any implied deprivation or penalty for refusal to participate, and with due regard for participant's privacy and dignity.

3. The social worker engaged in research should protect participants from unwarranted physical or mental discomfort, distress, harm, danger, or deprivation.

4. The social worker who engages in the evaluation of services or cases shall discuss them only for the professional purposes and only with persons directly and professionally concerned with them.

5. Information obtained about participants in research shall be treated as confidential.

6. The social worker shall take credit only for work actually done in connection with scholarly and research endeavors and credit contributions made by others.

(2) The Social Worker's Ethical Responsibility to Clients.

(a) Primacy of Client's Interests - The social worker's primary responsibility is to promote the well-being of the client.

1. The social worker should serve clients with devotion, loyalty, determination, and the maximum application of professional skills and competence.

2. The social worker shall not exploit relationships with clients for personal advantage.

3. The social worker shall not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, color, sex, age, religion, political belief, mental or physical handicap, or any other preference or personal characteristic, condition or status.

4. The social worker shall not condone or engage in any dual or multiple relationships with clients or former clients in which there is a risk of exploitation of or potential harm to the client. The social worker is responsible for setting clear, appropriate, and culturally sensitive boundaries.

5. The social worker shall under no circumstances engage in sexual activities or sexual contact with current clients, whether such contact is consensual or forced.

6. The social worker shall not engage in sexual activities or sexual contact with client's relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client. The social worker shall assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.

7. The social worker should not engage in sexual activities or sexual contact with former clients because of the potential for harm to the client. If a social worker engages in conduct contrary to this prohibition or claims that an exception to this prohibition is warranted because of extraordinary circumstances, it is the social worker not the client who assumes full burden of demonstrating that the former client has not been exploited, coerced, or manipulated, intentionally or unintentionally.

8. The social worker shall not provide clinical services to an individual with whom the social worker has had a prior sexual relationship.

9. The social worker must set clear, appropriate and culturally sensitive boundaries that govern any physical contact with a client.

10. The social worker shall not sexually harass clients. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

11. The social worker shall not use derogatory language in written or verbal communications to or about clients. The social worker shall use accurate and respectful language in all communications to and about clients.

12. The social worker should provide clients with accurate and complete information regarding the extent and nature of the services available to them.

13. The social worker shall apprise clients of their risks, rights, opportunities, and obligations associated with social service to them.

14. The social worker should seek advice and counsel of colleagues and supervisors whenever such consultation is in the best interest of the clients.

15. The social worker shall terminate service to clients, and professional relationships with them, when such service and relationships are no longer required or no longer serve the client's needs or best interests.

16. The social worker should not withdraw services precipitously except under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects.

17. The social worker who anticipates the termination or interruption of service to clients shall notify clients promptly and seek the transfer, referral, or continuation of service in relation to the client's needs and preferences.

(b) Rights and Prerogatives of Clients - The social worker should make every effort to foster maximum self-determination on the part of clients.

1. When the social worker must act on behalf of a client who has been adjudged legally incompetent, the social worker should safeguard the interests and rights of that client.

2. When another individual has been legally authorized to act on behalf of a client, the social worker should deal with that person always with the client's best interest in mind.

3. The social worker should not engage in any action that violates or diminishes the civil or legal rights of clients.

(c) Confidentiality and Privacy - The social worker shall respect the privacy of clients and hold in confidence all information obtained in the course of professional service except as required by law.

1. The social worker shall share with others confidences revealed by clients, without their consent, only for compelling professional reasons or as required by law.

2. The social worker should inform clients fully about the limits of confidentiality in a given situation, the purposes for which information is obtained, and how it may be used.

3. The social worker shall keep timely and accurate records detailing problems, treatment plans, scope of services, and dates and content of client contacts for a minimum of three years after the date on which services were last provided to the client. Records shall be securely kept to ensure the confidentiality of clients. Records or other oral or written information which personally identifies the client shall not be released to third parties unless:

a. the client or authorized representative consents in writing;

b. a court of competent jurisdiction orders release of the records;

c. the records are otherwise due to be disclosed under Alabama or federal law;

d. the information released does not compromise the confidentiality of any other individuals; or

e. the Board issues a subpoena for the records pursuant to its investigatory or regulatory authority.

4. The social worker should afford clients with reasonable access to any official social work records concerning them.

5. When providing clients with access to records, the social worker shall take due care to protect the confidences of others contained in those records.

6. The social worker shall obtain informed consent of clients before taping, recording, or permitting third party observation of their activities.

7. The social worker shall take precautions to ensure and maintain the confidentiality of information transmitted to other parties through the use of computers, electronic mail, facsimile machines, telephones and voicemail, social media ~~telephone answering machines~~, and other electronic or computer technology. Disclosure of identifying information should be avoided whenever possible.

(d) Fees - When setting fees, the social worker shall ensure that they are fair, reasonable, considerate, and commensurate with the service performed. When setting fees, the social worker shall exercise due regard for the client's ability to pay.

1. The social worker shall not divide a fee with a referral source. The social worker shall not accept the division of a fee as compensation for a referral. This provision is intended to assure that referrals are always based solely on the best interests of the client.

2. The social worker shall explain the fee schedule and ensure the client's understanding.

(3) The Social Worker's Ethical Responsibility To Colleagues.

(a) Respect, Fairness, and Courtesy - The social worker shall treat colleagues with respect, courtesy, fairness, and good faith.

1. The social worker should cooperate with colleagues to promote professional interests and concerns.

2. The social worker shall respect confidences shared by colleagues in the course of their professional relationships and transactions unless otherwise required by law.

3. The social worker should create and maintain conditions of practice that facilitate ethical and competent professional performance by colleagues.

4. The social worker should treat with respect, and represent accurately and fairly, the qualifications, views, and findings of colleagues and use appropriate channels to express judgments on these matters.

5. The social worker who replaces or is replaced by a colleague in professional practice should act with consideration for the interest, character, and reputation of that colleague.

6. The social worker shall not exploit a dispute between a colleague and employers to obtain a position or otherwise advance the social worker's interest.

7. The social worker should seek arbitration or mediation when conflicts with colleagues require resolution for compelling professional reasons.

8. The social worker should extend to colleagues of other professions the same respect and cooperation that is extended to social work colleagues.

9. The social worker who serves as an employer, supervisor, or mentor to colleagues shall make orderly and explicit arrangements regarding the conditions of their continuing professional relationship.

10. The social worker who has responsibility for employing and evaluating the performance of other staff members, shall fulfill such responsibility in a fair, considerate, and equitable manner, on the basis of clearly enunciated criteria.

11. The social worker who has the responsibility for evaluating the performance of employees, supervisees, or students shall share evaluations with them.

12. The social worker shall not use a professional position vested with power, such as that of employer, supervisor, teacher, or consultant, to his/her advantage or to exploit others.

13. The social worker who functions as a supervisor or educator shall not engage in sexual activities or contact with supervisees, students, trainees, or other colleagues over whom they exercise professional authority.

14. The social worker should avoid engaging in sexual relationships with colleagues when there is potential for conflict of interest. The social worker who becomes involved in, or anticipates becoming involved in, a sexual relationship with a colleague has the duty to transfer professional responsibilities, when necessary, to avoid a conflict of interest.

15. The social worker shall not sexually harass supervisees, students, trainees, or colleagues. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

16. The social worker who has direct knowledge of a social work colleague's impairment due to personal problems, psychosocial distress, substance abuse, or mental health difficulties should consult with that colleague and assist the colleague in taking remedial action.

17. The social worker who believes that a social work colleague is incompetent and has not taken adequate steps to address the incompetence should take action through appropriate channels established by employers, agencies, NASW, and the Alabama State Board of Social Work Examiners.

(b) Dealing with Colleagues' Clients - The social worker has the responsibility to relate to the clients of colleagues with full professional consideration.

1. The social worker shall not assume professional responsibility for the clients of another agency or a colleague without appropriate communication with that agency or colleague.

2. The social worker who serves the clients of colleagues, during a temporary absence or emergency, shall serve those clients with the same consideration as that afforded any client.

(4) The Social Worker's Ethical Responsibility to the Employer. The social worker shall adhere to commitments made to the employing organization.

(a) The social worker should work to improve the employing agency's policies and procedures, and the efficiency and effectiveness of its services.

(b) The social worker shall not accept employment or arrange student field placements in an organization which is currently under public sanction by the National Association of Social Workers ("NASW") for violating personnel standards, or imposing limitations on or penalties for professional actions on behalf of clients.

(c) The social worker should act to prevent and eliminate discrimination in the employing organization's work assignments and in its employment policies and practices.

(d) The social worker should use with scrupulous regard, and only for the purpose for which they are intended, the resources of the employing organization.

(5) The Social Worker's Ethical Responsibility to the Profession.

(a) Maintaining the Integrity of the Profession - The social worker shall uphold and advance the values, ethics, knowledge, and mission of the profession.

1. The social worker should protect and enhance the dignity and integrity of the profession and should be responsible and vigorous in discussion and criticism of the profession.

2. The social worker should take action through appropriate channels against unethical conduct by any other member of the profession.

3. The social worker should act to prevent the unauthorized and unqualified practice of social work.

4. The social worker should strive to become and remain proficient in professional practice and the performance of professional functions. The social worker should critically examine and keep current with emerging knowledge relevant to social work. The social worker should routinely review the professional literature and participate in continuing education relevant to social work practice and social work ethics.

5. The social worker should base practice on recognized knowledge, including empirically based knowledge, relevant to social work and social work ethics.



6. The social worker shall make no misrepresentation in advertising as to qualifications, competence, service, or results to be achieved.

(b) Community Service - The social worker should assist the profession in making social services available to the general public.

1. The social worker should contribute time and professional expertise to activities that promote respect for the utility, the integrity, and the competence of the social work profession.

2. The social worker should support the formulation, development, enactment and implementation of social policies of concern to the profession.

(c) Development of Knowledge - The social worker should take responsibility for identifying, developing, and fully utilizing knowledge for professional practice.

1. The social worker should base practice upon recognized knowledge relevant to social work.

2. The social worker should critically examine, and keep current with, emerging knowledge relevant to social work.

3. The social worker should contribute to the knowledge base of social work and share research knowledge and practice wisdom with colleagues.

(6) The Social Worker's Ethical Responsibility to Society. The social worker should promote the general welfare of society.

(a) The social worker should act to prevent and eliminate discrimination against any person or group on the basis of race, color, sex, age, religion, national origin, marital status, political belief, mental or physical handicap, or any other preference or personal characteristic, condition, or status.

(b) The social worker should act to ensure that all persons have access to the resources, services, and opportunities which they require.

(c) The social worker should act to expand choice and opportunity for all persons, with special regard for disadvantaged or oppressed groups or persons.

(d) The social worker should promote conditions that encourage respect for the diversity of cultures which constitute American society.

(e) The social worker should provide appropriate professional services in public emergencies.

(f) The social worker should advocate changes in policy and legislation to improve social conditions and to promote social justice.

(g) The social worker should encourage informed participation by the public in shaping social policies and institutions.

**Author:** Alabama Board of Social Work Examiners

**Statutory Authority:** Code of Ala. 1975, §§34-30-22(4) (1996 Supp.); 34-30-57(6) (1991).

**History: Repealed and Replaced:** Filed October 31, 1997; Operative December 5, 1997; effective January 1, 1998 (See Rule 850-X-1-.19).

**850-X-10-.11      Hearing Officer's Decision And**  
**Recommendation.**

(1) Upon completion of a hearing, the hearing officer shall prepare a written decision and recommendation. The decision shall contain a statement of facts found by the hearing officer, a recitation of the application of the facts found to the applicable statutes, rules, regulations, policies, and procedures, and a proposed recommendation as to the merits of the matters presented for review including recommended discipline if appropriate.

(2) The hearing officer may request one or both sides to prepare for the hearing officer's consideration a proposed order of the Board including findings of fact, official notice and conclusions of law. Underlying facts of record which support the findings should be cited.

(3) The hearing officer's decision and recommendation along with the record shall be submitted to the executive director of the Board within ~~thirty (30)~~ forty-five (45) calendar days after the hearing is concluded. The hearing officer's decision and recommendation shall be communicated by the Board in person or by certified mail.

**Author:** Robert M. Weinberg, Assistant Attorney General

**Statutory Authority:** Code of Ala. 1975, §§41-22-12 (1996 Supp.); 41-22-15 (1991).

**History: Repealed and Replaced:** Filed October 31, 1997; Operative December 5, 1997; effective January 1, 1998 (See Rule 850-X-1-.19).

**850-X-10-.12     Final Order Of The Board.**

(1) Final Order. A quorum for purposes of rendering a final decision and order pursuant to this rule shall consist of five members of the Board. The Board shall issue a final order within ~~thirty (30)~~ forty-five (45) days of the date of receipt of the hearing officer's decision and recommendation. The final decision and order shall include findings and grounds therefore. If the Board does not enter a separate written final decision and order within the time frames stated above, unless otherwise extended by agreement of the parties in writing, the decision and recommendation of the hearing officer shall be deemed the final order of the Board by operation of law.

(2) The Board may affirm in whole or in part, reject or modify the recommendation of the hearing officer; provided, however, the Board may reject or modify a recommendation of the hearing officer that supports the position of the respondent only if it is clearly established that the hearing officer's findings, inferences, conclusions or decisions are:

(a) in violation of constitutional or statutory provisions;

(b) in excess of the statutory authority;

(c) in violation of the state plan, or a department or program rule;

(d) made upon unlawful procedure;

(e) affected by other error of law;

(f) clearly erroneous in view of the reliable, probative, and substantial evidence on the whole record; or

(g) unreasonable, arbitrary or capricious or characterized by an abuse of discretion or a clearly unwarranted exercise of discretion.

(3) The respondent or other interested party shall be delivered a copy of the final order by first class mail, and a copy shall be mailed first class to each attorney of record.

(4) The time limits set forth in this rule may be waived or extended by written agreement of the parties.

**Author:** Robert M. Weinberg, Assistant Attorney General

**Statutory Authority:** Code of Ala. 1975, §§34-30-5 (1991); 41-22-15 (1991); 41-22-16 (1991).

**History: Repealed and Replaced:** Filed October 31, 1997; Operative December 5, 1997; effective January 1, 1998 (See Rule 850-X-1-.19).

850-X-10-.18 Reinstatement of Expired License

(1) The Board may reinstate an expired license within five (5) years of the expiration upon the payment of the fine of five hundred (\$500.00) dollars, the payment of the current license renewal fee, and proof of thirty (30) contact hours if reactivation within the first year of expiration; should the license be expired longer than one year but less than five an additional requirement for fifteen (15) contact hours will be required with the maximum of ninety (90) contact hours.